

**MERRITT COLLEGE**  
**Minutes of the College Council Meeting**  
**March 16, 2016, 3:00 p.m., Room R29**

**Attendees:** M. Rivas, A. Trotter, R. Allen W. Karim, D. Hankins, S. Harding, M. Sealund, S. Kessler, T. Vasconcellos, M. Williams, A. McCray, L. Willis, ML Zernicke, B. Drazen, N. Ambriz-Galaviz

**Absent:** J. Shanoski, A. Cedillo, C. Olsen, D. Del Rosario

**Guests:** A. Elliott

AGENDA ITEM	DISCUSSION	FOLLOW UP/ACTION
<p><b>I. Agenda Review, Changes and Adoption</b></p>	<p>Meeting called to order at 3:33 p.m.</p> <p>M/S/U (Zernicke/Trotter) to approve agenda as amended.</p> <ul style="list-style-type: none"> <li>• Approval of Resource Request Prioritization will be discussed first under Action Items.</li> <li>• IEPI was added as an information item under presentations.</li> <li>• College-wide assessment survey was added as an information item under presentations.</li> </ul>	<p>M/S/U (Zernicke/Trotter) to approve agenda as amended.</p> <ul style="list-style-type: none"> <li>• Approval of Resource Request Prioritization will be discussed first under Action Items.</li> <li>• IEPI was added as an information item under presentations.</li> <li>• College-wide assessment survey was added as an information item under presentations.</li> </ul>
<p><b>II. Action Items/Presentations:</b></p> <ul style="list-style-type: none"> <li>• Financial Aid Appeals Committee By-Laws</li> <li>• Resource Requests Prioritization</li> <li>• College Council By-Laws</li> <li>• IEPI</li> <li>• College-wide Assessment Survey</li> </ul>	<p><b>Resource Requests Prioritization</b></p> <p>A Prioritized Summary of New Resource Needs for 2016/17 was distributed. Below are highlights of the discussion:</p> <ul style="list-style-type: none"> <li>▪ Resource requests were scored using a rubric.</li> <li>▪ Only high level admin assessments were identified on the list.</li> <li>▪ What is the communication process for resources not identified? Administration to follow-up with all programs and departments.</li> <li>▪ What is the decision-making process on the District level? President to follow-up at April 2016 Council meeting.</li> <li>▪ How does the college know if it is being supported properly if no dollar amounts are being tied to the resource allocation requests?</li> </ul>	<p>What is the decision-making process on the District level? President to follow-up at April 2016 Council meeting.</p> <p>M/S/U (Rivas/Hankins) to recommend that moving forward these lists provide dollar amounts to resources requested.</p>

	<p>M/S/U (Rivas/Hankins) to recommend that moving forward these lists provide dollar amounts to resources requested.</p> <p>M/S/P (Willis/Rivas) to approve the Resource Request Prioritization list for 2016/17. R. Allen and A. McCray abstained.</p> <p><b>Financial Aid Appeals Committee By-Laws</b> A draft of the revised by-laws was distributed. Below are highlights of the discussion:</p> <ul style="list-style-type: none"> <li>▪ Committee formerly titled Financial Aid Petition Committee.</li> <li>▪ The function, charge and meeting frequency changed. Membership remained the same.</li> </ul> <p>M/S/U (Hankins/Willis) to approve Financial Aid Appeals Committee by-laws as revised.</p> <p><b>College Council By-Laws</b> It was suggested that the current version of the Council’s by-laws be placed on google docs with a solicitation for input. To revisit at the April 2016 Council meeting.</p> <p><b>IEPI</b></p> <ul style="list-style-type: none"> <li>▪ The College was provided a written summary of Initial Observation by the Partnership Resource Team (PRT). The summary is to be shared with all constituency groups.</li> <li>▪ Second visit to follow in April.</li> </ul> <p><b>College-wide Assessment Survey</b></p> <ul style="list-style-type: none"> <li>▪ Assessments will be two-fold; one related to college processes and governance, another to departments/service areas.</li> <li>▪ Identified the last week in March or first week in April to conduct the assessments.</li> <li>▪ Title of survey to be called Assessment of College Processes for Institutional Effectiveness.</li> </ul>	<p>M/S/P (Willis/Rivas) to approve the Resource Request Prioritization list for 2016/17. R. Allen and A. McCray abstained.</p> <p>M/S/U (Hankins/Willis) to approve Financial Aid Appeals Committee by-laws as revised.</p> <p>It was suggested that the current version of the Council’s by-laws be placed on google docs with a solicitation for input. To revisit at the April 2016 Council meeting.</p>
<p><b>III. Review and Approval of Minutes:</b></p> <ul style="list-style-type: none"> <li>• December 16, 2015</li> <li>• February 2, 2016</li> <li>• February 24, 2016</li> </ul>	<p>Minutes were not complete. Approval of the minutes was deferred until the April 2016 meeting.</p>	

<b>IV. Accreditation</b> (Trotter)	No report provided.	
<b>V. Presidential Updates</b>		
A) ASMC (Williams)	No report provided.	
B) Academic Senate (Rivas)	M. Rivas provided a written report which has been attached to the minutes.	
C) Classified Senate (Karim)	No report provided.	
D) College (Ambriz-Galaviz)	N. Ambriz-Galaviz reported the following: <ul style="list-style-type: none"> <li>▪ Great work being done with Accreditation. Support is still needed.</li> <li>▪ Concerned with completion of SLO's</li> </ul>	
<b>VI. Committee Reports</b>		
A) CBC (Willis)	L. Willis provided a written report which has been attached to the minutes. Below are additional highlights: <ul style="list-style-type: none"> <li>▪ Approval of the 2016-17 College Budget to be placed on April 2016 College Council agenda.</li> </ul>	Approval of the 2016-17 College Budget to be placed on April 2016 College Council agenda.
B) CDCPD (Olsen)	C. Olsen not present to report. A written report was not provided.	
C) CEMPC (Elliott)	No report was provided.	
D) CFC (Drazen)	No report was provided.	
E) CIC (McCray)	A. McCray shared the following: <ul style="list-style-type: none"> <li>▪ CIC revised by-laws need to be placed on April College Council agenda.</li> <li>▪ Currently working on curriculum review and putting together plans/templates for activation.</li> </ul>	
F) MTC (Zernicke)	A written report was provided and has been attached to the minutes.	
<b>VII. Upcoming Events/Announcements</b>		
<ul style="list-style-type: none"> <li>• 11<sup>th</sup> Annual Cesar Chavez Celebration</li> <li>• Africana Center Grand Opening "Community Event"</li> <li>• MC 7<sup>th</sup> Annual Achievement Awards</li> </ul>	No announcement of upcoming events was provided.	
	Meeting adjourned.	

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Merritt College Council Report- Academic Senate  
March 16, 2016

- The Senate worked with CIC to interview faculty who were intending to teach compressed classes. There was very little response by faculty to this request, so the course offerings were put on hold. A student participated in this process, and noted that three week classes possibly were not the most effective way to offer classes to students in order to maximize learning. Certainly we need to ensure that all course offerings meet the standards of rigor, effectiveness of learning experience, and opportunity for faculty and students to interact in the learning process;
- A subcommittee of the Academic Senate and the Council of Department Chairs (CDCPD) met to review the process of Academic Department reorganization. The goal of the subcommittee was to make specific recommendations to administration regarding how to ensure that this process for reorganizing departments ensures the productiveness of discipline and department functioning;
- The Senate will review the recommendations from the recent visit of the CCC Chancellor's Office Institutional Effectiveness Partnership Resource Team (IEPRT). The Senate will make recommendations to administration regarding what could be best options to proceed in developing a proposal for improving institutional effectiveness. Once a focus is chosen, the college will submit a proposal for up to \$150 k funding to undertake specific activities to improve institutional effectiveness. Some examples might include workshops to help faculty, staff and administration to learn to use data more effectively to plan for improved institutional effectiveness or leadership training to help campus governance groups to be more effective in their work;
- Senate members continue to participate in District committees to support the on-going work of Merritt College. Funding for infrastructure repair, adequate funding of classified staff at the colleges (e.g. custodians and groundskeepers); follow through on part of District to follow-up on Program Review recommendation for budget allocations.



**Budget Committee Report to  
Merritt College Council  
Prepared By: Linnea N. Willis, Co-Chair  
March 16, 2016  
3:00 p.m. – 5:00 p.m.**

College Budget  
Committee Members

VP Instruction

Cedillo, Arnulfo

Del Rosario, Dettie

Ilarde, Tanya

Lawson, Daniel

Park, Tae-Soon

Perez, Maria

Perez, Ron

Rivas, Mario

Sidzinska, Kinga

Victorian, Charlotte

Willis, Linnea

ASMC Student Rep

**I. Accreditation Update**

- Discussed Accreditation Status

**II. Status of Resource Allocation Requests in Program Reviews, Summaries from Deans/VP's, Joint Meeting with CEMPC and Prioritization of Resource Allocation Requests**

**Joint Meeting With CEMPC and CBC on March 15, 2016**

- A joint meeting was held on March 15, 2016 between CEMPC and CBC, with representatives also present from CFC and MTC
- The Deans/Managers/Program Review Validation Team provided a list of resources that they prioritized as high level for Technology, Equipment and Facilities
- The Classified Senate also provided a list of classified staff that they prioritized
- We approved the Resource Prioritization List (classified staff, technology, equipment and facilities lists) as a group, and recommended it to College Council and the President to take on to the PBC etc.

**III. Upcoming Approval of Budget for FY 2015-2016**

- In April Budget Committee will approve the resource allocation requests for FY 2015-2016
- Dr. Del Rosario met with CDCPD in March and provided them with their budget request worksheets/templates, populated with actual figures from last year etc.
- Dr. Del Rosario also met with the Managers/Deans and provided the resource allocation lists
- The Deans and Managers have been meeting with their Department Chairs and Program Directors. The Deans and Managers are also being reminded to make sure they meet with Program Leads who are not Department Chairs
- On April 5, 2016, the Deans and Managers will present their proposed budgets to Budget Committee for review and approval. Their proposals will include itemized budgets for each program/department and summaries of Program Reviews and alignment with Assessment.
- All faculty and staff will be invited to the April 5, 2016 meeting, and CCC Confer will possibly be set up for the meeting

**IV. Purchasing Cutoffs are Fast Approaching – keep this in mind**

*The mission of Merritt College is to enhance the quality of life in the communities we serve, by helping students to attain knowledge, master skills, and develop the appreciation, attitudes, and values needed to succeed and participate responsibly in a democratic society.*

**Written Update to College Council**

**Meeting Date: Wednesday March 16, 2017**

**Committee: Merritt Technology Committee**

**Submitted by: Mary Louise Zernicke**

Please reference below updates:

- CEMPC requested and received a budget from MTC.
- Our March MTC meeting will be on Thursday March 17--we have not met since the last College Council meeting. The group will have more updates after our monthly meeting.
- The district is having serious discussion about the possible use of Canvas to replace moodle, but no decisions have been made. Individual instructors may use Canvas.

<u>RECOMMENDATION/ACTION ITEM</u>					
COLLEGE COUNCIL ACTION TAKEN	1	2	3	4	EXPLANATION IF NECESSARY
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